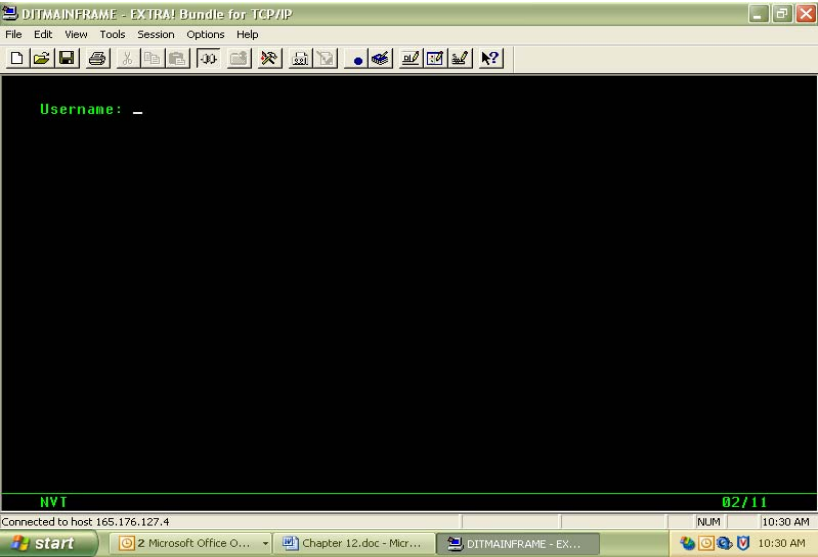


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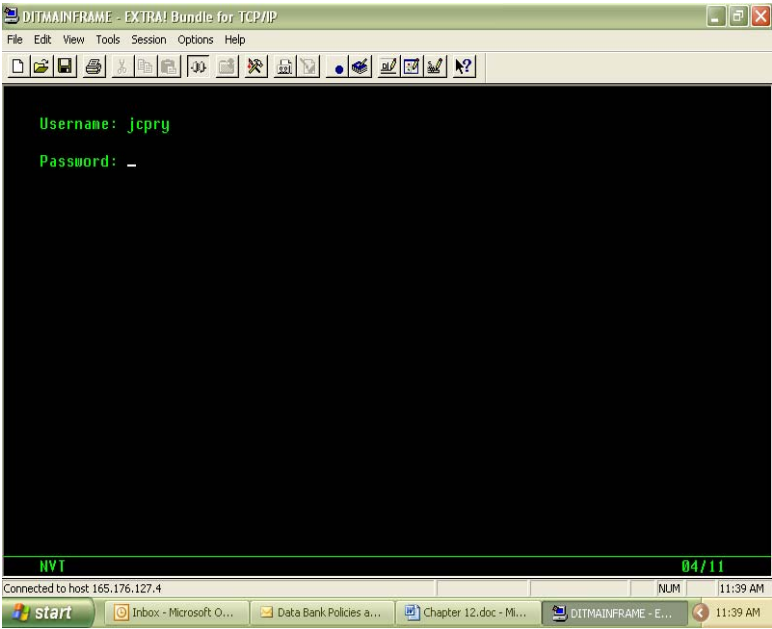
12 LOCAL INMATE DATA SYSTEM (LIDS)

12.1 Logging On

12.1.1 From the desktop, select the LIDS icon and double click on the icon using the mouse. The following screen will appear:

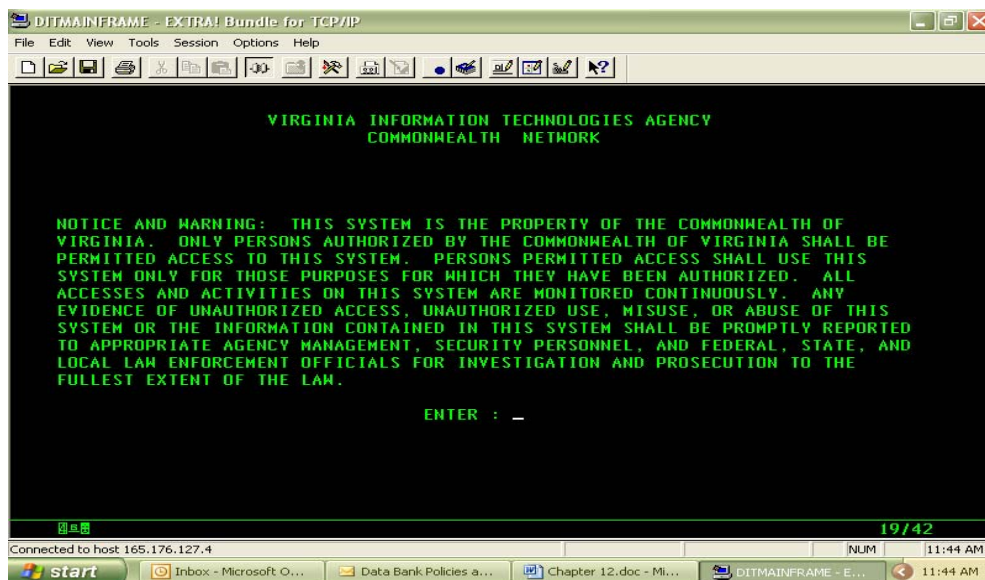


12.1.2 Next to “User Name”, type user name and hit “Enter”. The following screen will appear.

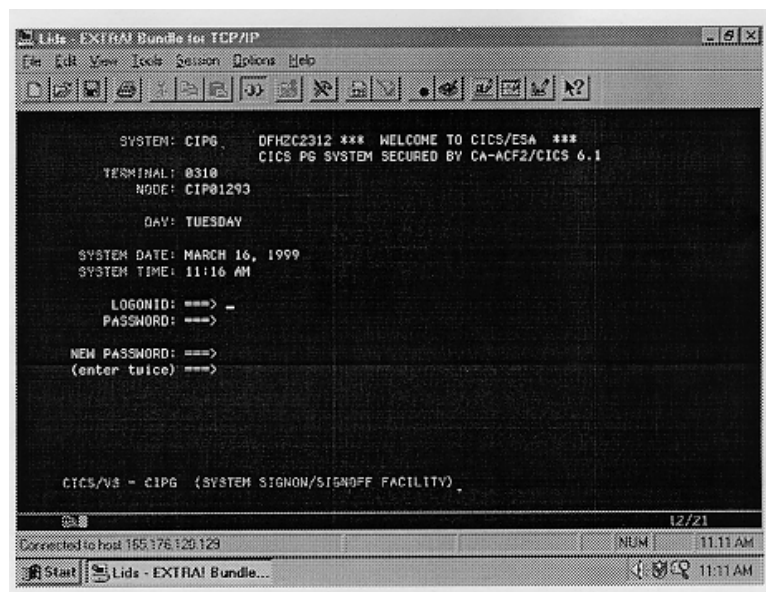


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12.1.3 Next to “Password”, type password and hit “Enter.” The following screen will appear.



12.1.4 Next to the word “Enter:” type “cipg” in lower case letters. Press “Enter”. The following screen will appear:



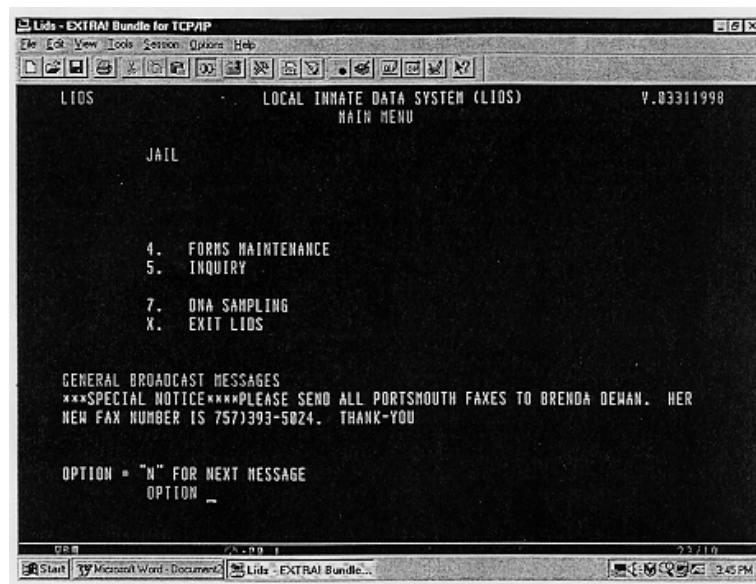
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- 12.1.5 The cursor will appear next to “LOGONID:⇒”. Type login ID in lower case letters and press “Enter”. The cursor will move to the line next to “PASSWORD:⇒”. Type your password (refer to the NOTE below) and press “Enter”. The following screen will appear:

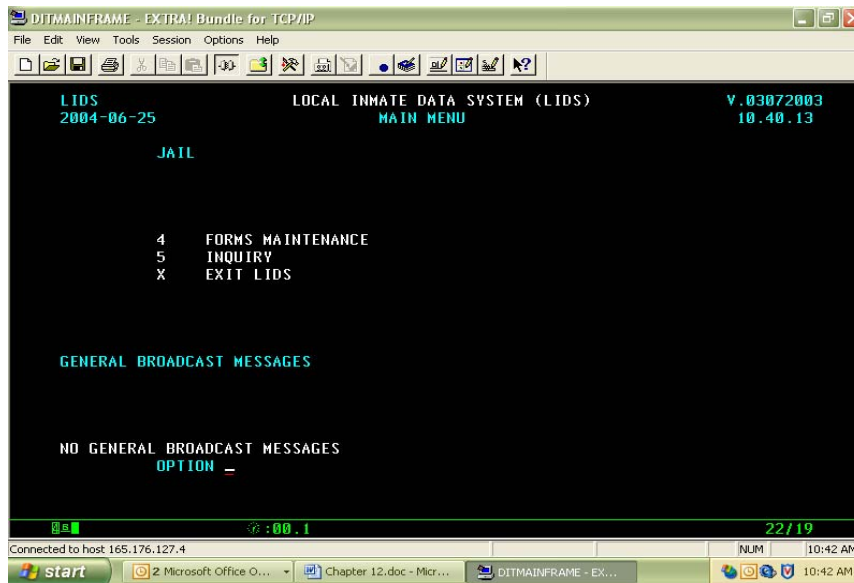


NOTE: The password is changed every 30 days in compliance with the system regulations.

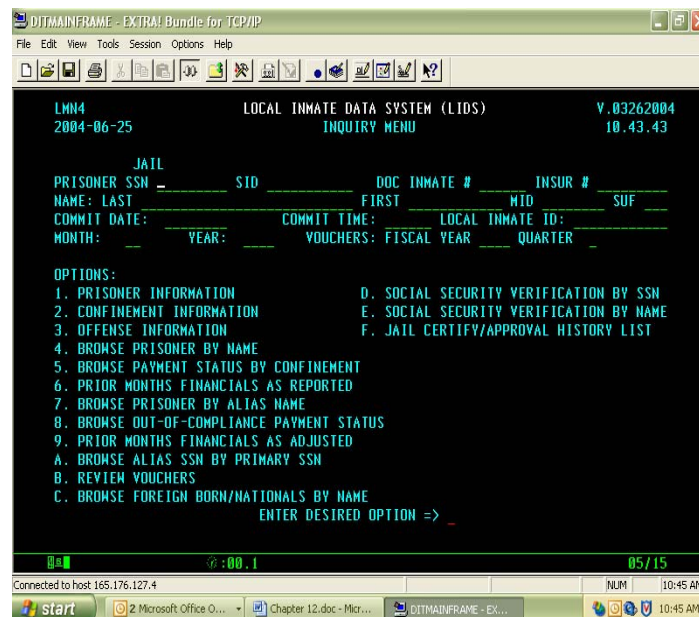
- 12.1.6 The cursor will be at the top of the screen. Type “lids” in lower case letters and press “Enter”. The following screen will appear:



- 12.1.7 The cursor will be next to the word "OPTION". If there are any General Broadcast Messages, type a lower case "n" and press "Enter" until all of the messages have been shown.



- 12.1.8 After the phrase "Broadcast Message Read Complete" appears (or if there are no messages), type in "5" for "Inquiry". The following "Inquiry" screen will appear:



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12.1.8.1 To locate information on an inmate using the inmate's social security number, proceed to Section 12.2.

12.1.8.2 To locate information on an inmate using the inmate's name, proceed to Section 12.3.

12.2 Locating Inmate Information Using a Social Security Number

12.2.1 On the "Inquiry" screen represented on the previous page, the cursor will appear by "Prisoner SSN". Type in the inmate's social security number and press "Enter". The cursor will move next to "Enter Desired Option⇒". Type "2" to choose the "Confinement Information" option and press "Enter".

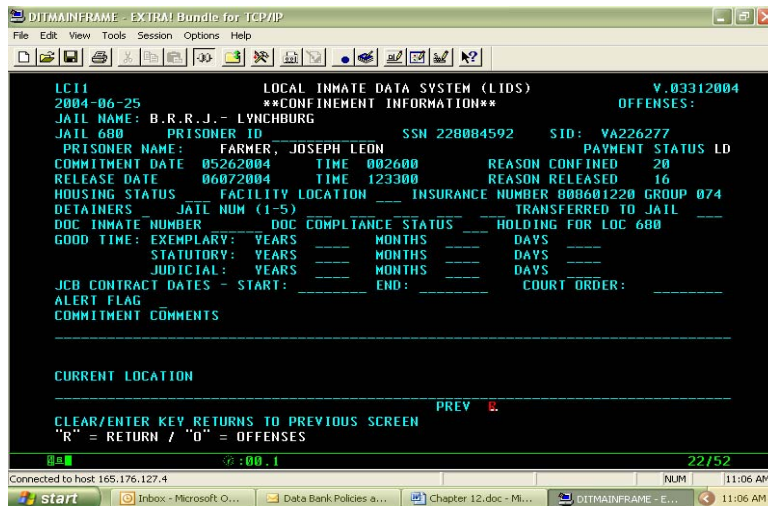
12.2.2 If the social security number entered is in the system, the inmate's data will be displayed on the "Confinement Information Picklist" screen below. If the social security number entered is not in the system, an error message, "Prisoner SSN not found on LIDS", will appear at the bottom of the screen.

```

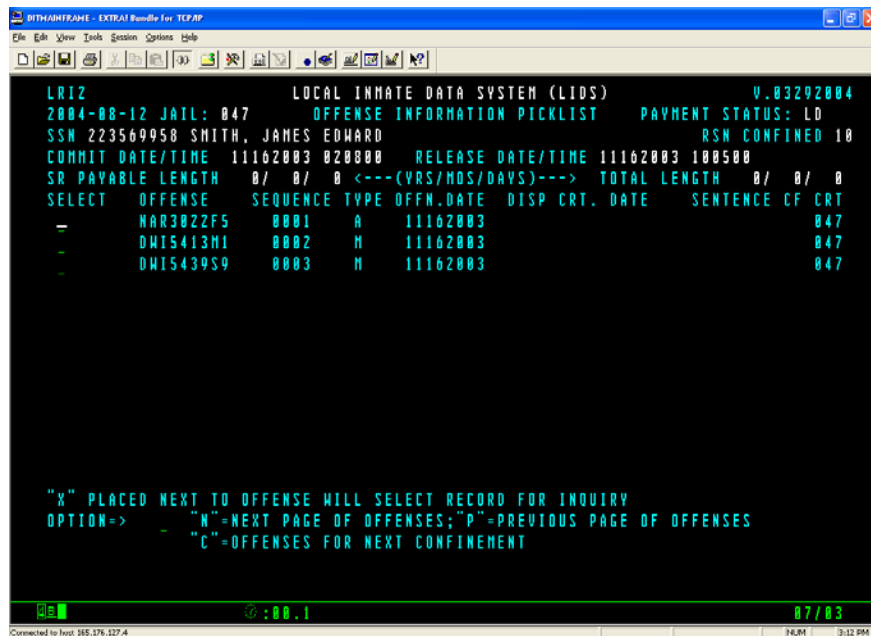
LCD1 LOCAL INMATE DATA SYSTEM (LIDS) V.03292004
2004-06-25 CONFINEMENT INFORMATION PICKLIST TOTAL CONFINEMENTS: 12
SSN 228004592 FARMER, JOSEPH LEON
SEL JAIL COMMITTED RSN RELEASED RLSE NUM PAYM
NUM DATE TIME CNF DATE TIME RSN OFFNS STAT
- 680 05262004 00.26.00 20 06072004 12.33.00 16 1 LD
- 680 09192003 12.45.00 12 10142003 09.00.00 44 1 LD
- 680 05202001 00.22.00 20 03192002 07.45.00 33 6 SD
- 680 09252000 00.22.00 10 11082000 10.49.00 16 4 LD
- 680 08192000 20.56.00 10 09112000 19.54.00 19 2 LD
- 680 07312000 01.33.00 10 00012000 11.18.00 19 1 LD
- 680 06252000 02.12.00 10 06252000 08.00.00 19 1 LD
- 680 02192000 19.33.00 10 02202000 10.35.00 19 2 LD
- 680 08291999 02.24.00 10 08291999 09.17.00 19 1 OR
- 009 07031998 01.05.00 10 07031998 03.06.00 19 1 LD
- 680 02191998 03.43.00 10 03111998 15.45.00 18 1 LD
- 680 01311998 00.42.00 10 01311998 01.33.00 19 1 LD
-----
OPTION=> = "X" IN SEL TO VIEW CONFINEMENT/"O" IN SEL TO VIEW OFFENSES
"N"=NEXT PAGE OF CONFINEMENTS; P=PREVIOUS PAGE OF CONFINEMENTS
20/13

```

- 12.2.3 To choose a confinement date and view the “Confinement Information” page, type an “X” beside the confinement date of interest. The following screen will appear:



- 12.2.4 To view the offenses, type and “o” at the bottom of the screen next to PREV_. The following screen will appear:



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- 12.2.5 To choose an offense and view the “Display Offense Information” screen, type “X” next to the offense of interest and type “Enter”. The following screen will appear.

```

L011 LOCAL INMATE DATA SYSTEM (LIDS) U.03202004
2004-08-12 DISPLAY OFFENSE INFORMATION
JAIL 047 PRISONER ID ----- SSN 223569958 SID -
PRISONER NAME: SMITH, JAMES EDWARD
COMMIT DATE/TIME: 11162003 020000 RELEASE DATE/TIME: 11162003 100500
REASON CONFINED 10 PAYMENT STATUS LD REA. RELEASE 19
OFFENSE CODE WAR3022F5 OFFENSE TYPE A
OFFENSE DESCRIPTION POSSESSION SCHEDULE I OR II DRUGS
OFFENSE DATE 11162003 OFFENSE SEQUENCE NUMBER 1
ARREST DATE ----- TIME -----
ARRESTING OFFICER -----
ASSISTING OFFICER -----

COURT JURISDICTION 047 COURT TYPE (JUV) DOCKET NUMBER -----
CONVICTION DATE -----
SENTENCE DATE ----- OFFENSE AS SENTENCED ----- SENTENCE TYPE -----
SENTENCE LENGTH: YEARS ----- MONTHS ----- DAYS ----- CONCURRENT SENTENCE "N"
OFFENSE DISPOSITION: -- DISPOSITION DATE: -----

NEXT [X] (N/P/R)

CLEAR KEY OR OPTION "R" TO RETURN TO THE PREVIOUS SCREEN
"N" = NEXT OFFENSE "P" = PREVIOUS OFFENSE "R" = RETURN

```

- 12.2.6 To check information on another inmate, press the “Pause/Break” key to return to the previous screen (“Inquiry Menu”).

- 12.2.7 To exit LIDS, click on the “x” in the upper right corner of the screen.

12.3 Locating Inmate Information Using a Name

- 12.3.1 On the “Inquiry Menu” screen, Tab over to the “Last Name” field and type in the inmate’s last name. Tab over to the “First Name” field and type in the inmate’s first name. Press “Enter” to move the cursor to “Enter Desired Option⇒” and type “4” to browse through the records of inmates by name. Press “Enter”. The system will scroll through an alphabetical listing of inmate names to try to locate the name entered. This may take a few minutes, ignore error message.

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<div data-bbox="500 289 1193 751" data-label="Image"> </div> <p>12.3.2 A screen will appear listing inmates with the desired name or the closest alphabetical names to it. If more than one prisoner has the desired name, check the dates of birth to locate the correct one. To see confinement information of the desired prisoner, type a “c” to the left of the jail number. The “Confinement Information Picklist” screen will appear. Follow instructions as outlined in 12.2.3</p> <p>12.3.3 The screen will also show the number of alias names an inmate has. On the line below the inmate’s name, the word “Alias” will appear with a number next to it (the number of aliases listed for that inmate). If an alias is indicated, tab until the cursor moves to the line containing the inmate’s name and social security number. Type a lower case “a” and press “Enter”. A list of the inmate’s aliases will appear on a separate screen.</p> <p>12.3.4 To check on information on another inmate, press the “Pause/Break” key to return to the previous screen (“Inquiry Menu”).</p> <p>12.3.5 To exit LIDS, click on the “x” in the upper right corner of the screen.</p> <p style="text-align: right;">◆END</p>	